



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Active Licenses

On-Line Renewals

To access the online renewal section, go to

www.nscb.nv.gov

Select the "On Line Renewals and Services" link

or

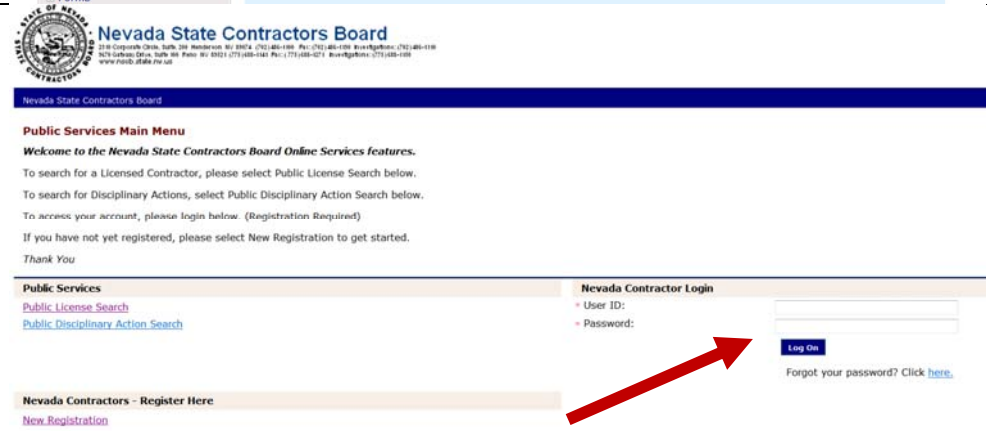
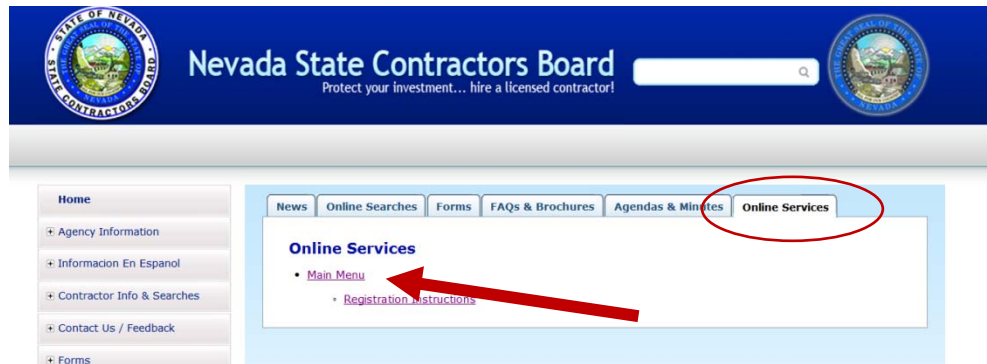
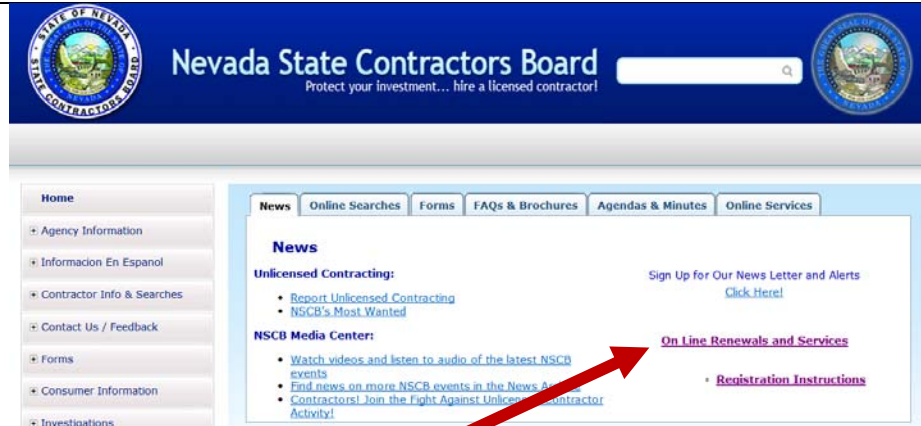
Select the Tab "Online Services" and Select "Main Menu"

Public Services Main Menu

Enter your User ID and Password

Select Log On

You must be registered to log on. If you need to register, select "New Registration" to obtain your User ID and Password.





NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Active Licenses

Main Menu

Select the license number you wish to renew.

Nevada State Contractors Board

1111 Corporate Circle, Suite 200 Henderson NV 89014 (702) 486-1100 Fax: (702) 486-1101 Email: info@nscb.com (702) 486-1101
NCS Customer Service Suite 200 Henderson NV 89014 (702) 486-1101 Fax: (702) 486-1101 Email: info@nscb.com (702) 486-1101
www.nscb.state.nv.us

Main Menu

The Licenses you have registered are listed below.

By adding licenses to your registration, you will be able to renew your licenses on-line, update your address and check the status of pending applications submitted.

To add a license not listed: "Select Add Licenses To Registration" from the functions list below.

You will need the Online Registration ID Number provided to you on the Biennial Renewal Application mailed to you by the Nevada State Contractors Board.

The Online Registration ID Number is located on the upper right hand side of the renewal form.

To **Change your Address**: Select the License Number you wish to change, then select Contractor Change of Address, then follow the instructions to change the address.

To check the status of a pending application: Select the Application Status Inquiry below.

Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

Functions

[Apply for a New License](#)

[View User Profile](#)

[Pay For Online Applications](#)

[Add Licenses To Registration](#)

[Application Status Inquiry](#)

Your Nevada License(s)

Contractor #0012345

License Menu

Select "Active License Contractor Renewal"

If you do not see an Active License Contractor Renewal link, your license is not scheduled for renewal. Contact an office of the Board if your license is will expire within the next 60 days and you do not see this link.

Nevada State Contractors Board

1111 Corporate Circle, Suite 200 Henderson NV 89014 (702) 486-1100 Fax: (702) 486-1101 Email: info@nscb.com (702) 486-1101
NCS Customer Service Suite 200 Henderson NV 89014 (702) 486-1101 Fax: (702) 486-1101 Email: info@nscb.com (702) 486-1101
www.nscb.state.nv.us

License Menu

To **Renew your License**: Select the license renewal link below and answer all questions.

To **Change your Address**: Select Change of Address, then follow the instructions to change the address.

The functions listed below are available for this license number.

Please select the function you wish to perform.

Press "Back" to return to the main menu.

Functions

[Active License Contractor Renewal](#)

[Change Of Address](#)

License Status:
Expires On:

Introduction

Have all the items listed in the Introduction page available before proceeding.

Select Next

Active License Contractor Renewal - Introduction

Welcome to the License Contractor Online Renewal System. Before proceeding, please have the following items available:

1. Your *renewal application that was previously mailed to you.
2. Mailing and Physical Addresses for each person listed on the renewal.
3. Name and Address of your Resident Agent.
4. Workers Compensation or Self Insurance Certificate Information.
5. Bankruptcy Information (if filed within the last 2 years).
6. Number of Building Permits & Construction Projects completed within the last 2 years (if requested on your *renewal application).
7. Financial Statement and Bank Verification Form (if requested on your *renewal application).
8. Credit Card Information

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

Next **Cancel**

Renewal Questions

Answer the Verification of Employment or Association of Qualified Employee question

Select Next

Active License Contractor Renewal - Renewal Questions

****VERIFICATION OF EMPLOYMENT OR ASSOCIATION OF QUALIFIED INDIVIDUAL****

Answer the following question and press "Next".

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Question

**** I certify under penalty of perjury, that the qualified individuals listed on my license are still associated with this company and performing the duties required of a Qualified Individual pursuant to 624.260.**

Answer

☐ Yes

☐ No

Previous **Next** **Cancel**



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Active Licenses

Address Detail Summary

You can change addresses for the licensee and any of its principals.

To change an address, select the link to the left of the record you wish to change.

To skip: Select Next

Active License Contractor Renewal - Address Detail Summary

To Change one of the addresses below, select the link to the left of the address you wish to change.

The Mailing Address is where all correspondence and your license certificate will be mailed to.

Press "Previous" to return to the previous section.

Press "Next" when finished adding/changing addresses.

Press "Cancel" to cancel this application and return to the main menu.

Addresses

Mailing Address

Address: P O BOX 555
ANAHEIM, CA
92806
Phone Number: (714) 555-5555
E-mail: CONTRACTOR@555.COM

License Specific Addresses

Physical Location

Address: 50000 S MAIN ST
ANAHEIM, CA
92806
Phone Number: (714) 555-5555
E-mail: CONTRACTOR@555.COM

[Previous](#)[Next](#)[Add](#)[Cancel](#)

Resident Agent – Information

Enter the Name and Nevada Address of your Resident Agent. Please note, your Resident Agent must be located in Nevada.

Select Next

Active License Contractor Renewal - Resident Agent - Information

Press "Previous" to return to the previous section.

Enter appropriate details and press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

NEVADA LAW REQUIRES ALL LICENSEES TO PROVIDE THE NAME AND ADDRESS OF A PERSON PHYSICALLY LOCATED IN THE STATE OF NEVADA FOR SERVICE OF LEGAL DOCUMENTS SUCH AS SUBPOENAS, HEARING NOTICES OR COURT DOCUMENTS.

If a Resident Agent is not listed below, one must be added now.

*Resident Agent Name:
*Street Address:
*City:
*State:
*Zip Code:

[Previous](#)[Next](#)[Cancel](#)



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Active Licenses

General Renewal Questions – Information

RESIDENTIAL RECOVERY FUND – If you are not already Registered with the Residential Recovery Fund, you can register here by selecting Yes.

CONSTRUCTION EDUCATION FUND – To make a voluntary contribution to the Construction Education Fund, select Yes and indicate the amount you wish to contribute.

Select Next

Active License Contractor Renewal - General Renewal Questions - Information

Complete the following questions and select "Next" to continue.
Press "Previous" to return to the previous section.
Enter appropriate details and press "Next" to continue.
Press "Cancel" to cancel this application and return to the main menu.

RESIDENTIAL RECOVERY FUND

- Indicate whether or not you perform residential work. If you mark YES, and had previously signed an exemption form, the required fees will be added to your total fees due. ☐ Yes ☒ No

You cannot change your status from participant to exempt online.

CONSTRUCTION EDUCATION FUND

- Mark YES if you would like to make a voluntary contribution to the Construction Education Fund. Otherwise, mark NO. The construction education fund was created to help support construction education programs in Nevada. ☐ Yes ☒ No

If you marked yes, what Amount do you wish to contribute?

[Previous](#) [Next](#) [Cancel](#)

Workers Compensation – Information

Provide information about your Workers Compensation Insurance Information Here.

If you are exempt, mark Yes in the Exempt section.

If you are not exempt, mark No in the Exempt section and complete one of the sections above it, as applicable.

Active License Contractor Renewal - Workers Compensation - Information

Press "Previous" to return to the previous section.
Enter appropriate details and press "Next" to continue.
Press "Cancel" to cancel this application and return to the main menu.

WORKERS COMPENSATION INFORMATION

Please complete the applicable section concerning your Workers Compensation Coverage

Enter your Industrial Insurance Policy Information in this section.

(As shown on your Certificate of Liability Insurance (Accord) form.

Insurance Company Name (Insurer):

Workers Compensation Account/Policy Number:

Policy Expiration Date:

(mm/dd/yyyy)

OR

If Self Insured, Enter Your Self Insured Certificate Number Below:

Self Insured Certificate Number:

Expiration Date:

(mm/dd/yyyy)

OR

If Exempt, mark Yes. If not exempt, mark No and complete one of the sections above.

- By marking "Yes", I declare, under penalty of perjury that I/we are not subject to the provisions of chapters 616A to 616D, inclusive, or chapter 617 of NRS because: 1) I/we have no employees; 2) I/we are not or do not intend to be a subcontractor for a principal contractor; and 3) I/we have not or do not intend to submit a bid on a job for a principal contractor. ☐ Yes ☒ No

[Previous](#) [Next](#) [Cancel](#)



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Active Licenses

Child Support Statement – Information

Sole proprietorships must answer this question regarding compliance with Child Support

If you are not a sole proprietor, skip this question by selecting Next.

Active License Contractor Renewal - Child Support Statement - Information

Press "Previous" to return to the previous section.

Enter appropriate details and press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

CHILD SUPPORT INFORMATION STATEMENT FOR SOLE PROPRIETORSHIPS ONLY

PURSUANT TO NRS 425, ALL SOLE PROPRIETORSHIP LICENSEES ARE REQUIRED TO COMPLETE THIS SECTION IN CONNECTION WITH RENEWAL.

If your answer to this question is NO, then you should contact the district attorney or other public agency enforcing the order to determine the actions you may take to satisfy the order.

By answering YES, you hereby certify that you are not subject to a court order to pay child support or you are subject to a court order for the support of one or more children and are in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

☒ Yes ☐ No

Previous

Next

Cancel

Financial Information – Information

Bankruptcy Filings

1. All Licensees must answer the question related to Bankruptcy filings in the last 2 years.

Financial Statement Requirement

1. If the bottom section of the front of your renewal application indicates you must provide a financial statement and bank verification with your renewal, then you must answer the 2 questions related to the number of building permits pulled and construction projects completed in the last 2 years.

and,

2. In addition, you must upload a financial statement and completed bank verification form. You will be able to upload these documents on the next screen.

Select Next

Active License Contractor Renewal - Financial Information - Information

Press "Previous" to return to the previous section.

Enter appropriate details and press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

Bankruptcy Filings

*Within the last 2 years, has this business entity or its indemnitor (If applicable) filed for bankruptcy? ☐ Yes ☒ No

If Yes, Debtor Name?

Date Bankruptcy was filed:

(mm/dd/yyyy)

Bankruptcy Case Number:

This section applies to everyone.

Financial Statement Requirement

The following section only applies to licenses that are required to provide a financial statement with their renewal. Please check the bottom section on the front of your renewal application that was mailed to you to determine if this applies to you. If it does, then you must complete this section and upload your financial statement and bank verification. If not, you may skip this section, select Next to continue and skip the upload screen.

1. Indicate the number of building permits issued to you within the last 2 years:

2. Indicate the number of construction projects you have completed within the last 2 years:

This section only applies to licensees who are required to submit a financial statement with their renewal.

UPLOAD FINANCIAL STATEMENT AND BANK VERIFICATION FORM

3. In addition, you will be required to attach a copy of your financial statement and bank verification form.

[The financial statement requirements can be viewed here.](#)

You will be able to upload your financial data in the Financial Data Upload Form, after selecting Next. Please have your financial data ready to upload.

Previous

Next

Cancel



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Active Licenses

Financial Data Upload Form

Upload your financial statement and bank verification here.

To Upload documents:

Select Browse
(Locate the file you want to attach.
The file must be in the one of the following formats- pdf jpg gif tif doc)

Select Attach
(To attach another file, repeat the above steps)

Select Next when finished.

If you not required to submit a financial statement, select Next.

Active License Contractor Renewal - Financial Data Upload Form

This section is only for renewals that require a financial statement and bank verification.

To use this upload form, you must have your financial statement and bank verification scanned and/or saved on your computer in one of the following formats:

pdf jpg gif tif doc

1. Select "Browse" to locate the file you want to upload, and then select it.

2. Select "Attach" at the bottom of this screen.

To attach another document, select "Browse" again, select the document and select "Attach" again.

When finished attaching documents, select "Next".

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel this application and return to the main menu.

*

File Name:

After browsing for your file, select the Attach button at the lower right hand side of your screen.

Browse...

* Select Document Type:

Financial

[Can't Upload Documents?](#)

Attach

Previous

Next

Cancel

Application Summary

This is a summary of your responses to review before submitting the renewal. When you are satisfied with your responses, select Submit.

Active License Contractor Renewal - Application Summary

Review the data and press "Submit" to submit this application.

Press "Previous" to the return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Active License Contractor Renewal Summary

License Type: Contractor
Application Date: 03/29/2011 (mm/dd/yyyy)

Addresses

General Addresses

Mailing Address

Address: P O BOX 555
ANAHEIM, CA
92806
Phone Number: (714) 555-5555
E-mail: CONTRACTOR@555.COM

License Specific Addresses

Physical Location

Address: 50000 S MAIN ST
ANAHEIM, CA
92806
Phone Number: (714) 555-5555
E-mail: CONTRACTOR@555.COM



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Active Licenses

Attestation

This is your attestation to the truth & accuracy of the information submitted.

(You will receive a Summary Report via email, which details your responses to the renewal questions and attestation.)

Submitting the attestation will forward you to the Fee and Payment Report screen.

Read this section thoroughly before answering.

Then, select Next

Active License Contractor Renewal - Attestation

Please note, submitting this renewal does not guarantee immediate renewal of your license. Reasons for a delay in renewing your license may include but are not limited to:

1. Full payment not made.
2. Documents submitted such as Financial Statements must be reviewed and approved.
3. A question was not answered correctly.
4. Renewal has a hold placed on it for other reasons.

After you complete this transaction and pay your fees, You may check the status of your license by visiting our website at: www.nscb.state.nv.us. If your license was not renewed, you may check the status of your application by returning to the Main Menu and selecting "Application Status Inquiry".

If your license is renewed, you will receive a new license wall certificate and pocket card in the mail.

Press "Previous" to return to the previous section.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

You will be forwarded to the Payment Screen after completing the following Affidavit.

Affidavit and Release Authorization

By selecting yes and selecting "Next", I hereby affirm that I am authorized to submit this Affidavit and Release Authorization on behalf of this licensee.

To the best of licensee's knowledge, the information contained in the application and its supporting documents are free of fraud, misrepresentation, or omission of material fact. The information contained in the application and its supporting documents are truthful, correct, and complete.

I understand my duty to notify the Nevada State Contractors Board of any changes in personnel such as corporate officers of a corporation; member/managers of an limited liability company and understand that I must submit an Application for Change of Officers, Members or Manager Members within 30 days of such change.

☐ Yes

☐ No

Previous

Next

Cancel

Fee and Summary Report

Payment screen to pay for the renewal on-line.

Options: Pay Now or Pay Later and View PDF Summary Report

*Pay Now button takes you to the Online Application Payment Screen.

Pay Later button returns you to the License Menu screen as shown on page 1.

View PDF Summary Report opens the pdf Summary that was emailed to you.

If fees are due:

Fee and Summary Report

Please Note: If your license renewal is pending additional information and/or needs to be approved by the Board, your renewal will not be approved until all deficiency items have been provided and have been approved.

Click on "View PDF Summary Report" and print this report for your records. A Summary Report of your application has also been emailed to you.

The required fees are listed below and must be paid for further processing of your application.

Press "Pay Now" to proceed to the fee payment page.

Press "Pay Later" to return to the main menu. Select "Pay for Online Applications" from the main menu when you are ready to pay.

Active Renewal 2yr: \$600.00

Late Rwl 2 yr: \$300.00

Total Amount Due: \$900.00

Pay Now

Pay Later

View PDF Summary Report





NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Active Licenses

Options: Return and View PDF Summary Report

*Return button returns you to the License Menu screen as shown on page 1.

View PDF Summary Report opens the pdf Summary that was emailed to you.

If fees were previously paid:

Fee and Summary Report

Please Note: If your license renewal is pending additional information and/or needs to be approved by the Board, your renewal will not be approved until all deficiency items have been provided and have been approved.

Click on "View PDF Summary Report" and print this report for your records. A Summary Report of your application has also been emailed to you.

Press "Return" to return to the main menu.

Return

View PDF Summary Report



Online Application Payment

Step 1

Mark the checkbox to pay the fee

Step 2

Select Next

Step 3

Enter your credit card information

Step 1

Online Application Payment

Select the applications you wish to pay for and press "Next" to continue

Press "Show Fee Details" to show a breakdown of the fee amounts

Press "Main Menu" to return to the main menu

Application Number	Description	Applicant Name	Fee
880718	Active License Contractor Renewal	CONTRACTOR	\$900.00 <input checked="" type="checkbox"/>
			Next Main Menu

Step 2

Confirm Payment Details

Select payment method and press "Next" to pay for these applications.

Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	Applicant Name	Fee
880718	Active License Contractor Renewal	CONTRACTOR	\$900.00
			Total \$900.00
			Next Cancel

Step 3

Payment Details

Total Amount \$ 900.00

All fields in bold are required.

Credit Card



Credit Card Type

Visa

Credit Card Number

xxxxxxxxxxxxxxxxxx

Card Verification Number

xxx [What's this?](#)

Expiration Date

04 2013

Billing Information

First/Last Name

First Name Last Name

Company

Street Address 1

Address

Street Address 2

City/State/Postal Code

City State Zip Code

Country

United States

Phone Number

Email Address

Buy



NEVADA STATE CONTRACTORS BOARD

Online Renewal Instructions - Active Licenses

After payment is made, you will receive an email with your Online Payment Summary Report which details your payment information in the form of a receipt.

Step 4 – Payment Complete

Online Application Payment Success

Press "Main Menu" to return to the main menu.
Press "View PDF Summary" and print this page for your records using the print function of your browser.

Amount Paid: \$900.00
Authorization Number: 123456

Application Number	Description	Applicant Name	Fee	Trace Number
1000-880718	Active License Contractor Renewal	CONTRACTOR	\$900.00	1023

Step 5 – Online Payment Receipt will be emailed to you



Nevada State Contractors Board
2670 GATEWAY DRIVE, SUITE 100, RENO, NEVADA, 89521 (775) 688-1141 FAX (775) 688-1271 INVESTIGATIONS (775) 688-1150
2310 CORPORATE CIRCLE, SUITE 200, HENDERSON, NEVADA, 89074 (702) 486-1100 FAX (702) 486-1199 INVESTIGATIONS (702) 486-1110
www.nscb.state.nv.us

Online Payment Summary

Amount Paid: 900.00
Validation Number: 123456
Batch Trace Number: 1023

Application Number	Description	Applicant Name	Fee	Trace Number
1000-880718	Active License Contractor Renewal	CONTRACTOR	900.00	1023

Check on your Renewal Status

Return to the Main Menu and select "Application Status Inquiry".

A list of deficiencies will appear if your renewal is missing information or is pending action by the Board.

If your license renewal is no longer listed, then your license renewal was successfully completed.

You may also verify the status of your license by checking your license at:

www.nscb.nv.gov



Nevada State Contractors Board

Main Menu

The Licenses you have registered are listed below.

By adding licenses to your registration, you will be able to renew your licenses on-line, update your address and check the status of pending application

To add a license not listed: "Select **Add Licenses To Registration**" from the functions list below. You will need the ID Number provided to you by the Ne

To **Change your Address**: Select the License Number you wish to change, then select Contractor Change of Address, then follow the instructions to ch

To check the status of a pending application: Select the Application Status Inquiry below.

Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

Functions

[Apply for a New License](#)

[View User Profile](#)

[Add Licenses To Registration](#)

[Application Status Inquiry](#)

Your Nevada License(s)

Contractor #0070695

If you have any questions, please contact a representative of the Board.

Southern Nevada
(702) 486-1100

Northern Nevada
(775) 688-1141